2004 Community Forestry Assistance Grant

Proposals must be received by 4:30 p.m. March 17, 2004

Email *urban_forestry@wadnr.gov* for an electronic version

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September 2004

Dear Applicant,

The Washington State Urban and Community Forestry Program is happy to announce the 2004 Community Forestry Assistance Grant, provided with financial assistance from the USDA Forest Service. We will continue to dedicate of a certain amount of funds to each project category.

There are two main changes to be aware of in 2004. First, there is now a $3,000 minimum that must be requested for each project. The maximum dollar amount will stay at $10,000. The other change for 2004 is that volunteer hours will now be credited at $15.00 per hour.

Important 2004 Community Forestry Assistance Grant dates to remember are:

- One winter Grant Writing Workshop: Olympia on February 3, 2004
- **Proposals must be received by 4:30 p.m. on March 17, 2004**
- Applicants will be notified of the status of their application by April 31, 2004

"Grant Ambassador" assistance is available again this year from the Washington Community Forestry Council. Grant Ambassadors are available to review and discuss your proposal for thoroughness, eligibility and understandability. Please make your request early, as Grant Ambassadors are busy professionals who will need time to review your proposal and prepare feedback.

We look forward to receiving your application. If you have any questions, do not hesitate to call. To register for a grant-writing workshop or to request a "Grant Ambassador," call 1-800-523-TREE.

Sincerely,

Sarah Griffith
Program Manager
Urban and Community Forestry

2004 Community Forestry Assistance Grant Proposal

APPLICATION FORM

Project name (five words or less) _____

Category (Select One): Local Program Development ☐   Education ☐

                      Tree-Planting & Riparian Restoration ☐   Maintenance ☐

Location (City)_____ Tree City USA__Y__N

Name of Applicant_____ Daytime Phone #_____

Address of Applicant_____

City_____ State_____ Zip_____

Contact Person_____ Daytime Phone #_____

Fax #_____ E-mail Address_____

Contact Person Address (if different from above)_____

Employer's Federal I.D. Number _____

Brief Description of Project and Objective:

Is this project currently funded through another entity?   ? Yes ? No
Was this project previously funded through another entity?   ? Yes   ? No

DNR Funds Requested   from budget work sheet $_____

Applicant Share Provided   from budget work sheet $_____

In-Kind Share   from budget work sheet $_____

Cash Donations   from budget work sheet $_____

Total Amount of Project   from budget work sheet $_____

By signing this grant proposal application form the undersigned agrees that all information is accurate to the best of their knowledge.

_____
    Name and Title of Representative   Date

_____
    Signature of Authorized Representative   Date

PROPOSAL INSTRUCTIONS

Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible.

Written proposals should be attached to the Application Form. The proposal narrative should not exceed five (5) standard letter-size pages. Clear and concise proposals should address an urban and community forestry need. The application form, proposal narrative, deliverable summary, and budget sheet will be included by reference in the awarded contract.

Grant application forms can be obtained by email at *urban_forestry@wadnr.gov*. However, applications must be hard copies and will not be accepted via e-mail or fax. The information presented should include:

1. Complete a grant proposal application form including the selection of a project category.

2. The purpose, objective, or mission statement of the applying organization; the projects specific purpose and objectives. The project's single purpose should be explained in one or two sentences. Objectives can be multiple.

3. A description of the project's benefits should be limited to one page of the narrative. Benefits to the local urban and community forestry program, public relations, education, and the potential for continuation of the project should be included.

4. A narrative detailing how the project will be accomplished should include these elements:
    - ? Activities (should include scope of work)
    - ? Participants (project personnel, volunteers, corporate sponsor, etc.)
    - ? Administration (Who will oversee the project and paperwork?)
    - ? Facilities and equipment (Where is the project occurring? Are there particular equipment needs?)
    - ? Timetable
    - ? End product/result (List end products or planned results)

5. Attach a budget worksheet.

6. Attach a deliverable summary worksheet.

7. Attach letters of support from community leaders (Mayor or Council), department heads (if applicable), and community groups involved in or in support of the project.

8. Attach proof of *501(c)(3)* status, if applicable.

9. If the project involves planting, the following must be submitted with the application:

    - ? A detailed three-year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
    - ? A statement from the Grantee assuring that an International Society of Arboriculture (ISA) certified arborist or Certified Landscape Technician will be present during delivery, planting, and post-project inspection of the trees.
    - ? If trees will be planted within rights of way, Grantee must provide DNR with proof of permission prior to planting.

URBAN AND COMMUNITY FORESTRY
2004 COMMUNITY FORESTRY
ASSISTANCE GRANT

INTRODUCTION

The United States Department of Agriculture (USDA) Urban and Community Forestry Assistance Program is designed to encourage projects that promote tree planting, the care and maintenance of trees, and education on tree issues in cities, towns, and communities across the nation. Washington State grants are awarded through this program to encourage citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

BACKGROUND

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program has been re-authorized in the most recent Farm Bill (March 1996) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to Washington for urban and community forestry projects. These funds will be distributed and administered by the Washington Department of Natural Resources (DNR).

URBAN FORESTRY PROGRAM PURPOSE AND MISSION

The following are the Urban & Community Forestry Program's Purpose and Mission as stated in its Five Year Strategic Plan. The Strategic Plan is available via e-mail: *urban_forestry@wadnr.gov*.

? Mission: Provide leadership to create self-sustaining urban and community forestry programs that preserve, plant and manage forests and trees for public benefits and quality of life.

? Purpose: We work to educate citizens and decision-makers about the economic, environmental, psychological and aesthetic benefits of trees and to assist local governments, citizen groups and volunteers in planting and sustaining healthy trees and vegetation wherever people live and work in Washington State.

ELIGIBLE GRANTEES

Grants may be awarded to local units of government, 501 (c)(3) nonprofit organizations, educational institutions, or tribal governments. Community tree volunteer groups, neighborhood associations, or civic groups may apply, if they work in conjunction with, and through, one of the above groups.

COST-SHARING REQUIREMENTS

Funds will be awarded on a matching basis. Applicants are required to provide a one-to-one match of the project cost in the form of cash, services, or in-kind contributions. Grantees must match grant award funds with non-federal funds and/or contributions. Federal matching funds or in-kind contributions cannot be used as a match for any other federal cost-share project.

IN-KIND MATCHING

The uses of in-kind (non cash) matches are valid and encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated office space or equipment associated with the project, etc. Salaries of project participants shall be designated as applicant share.

A rate of $15.00 per hour will be used as the volunteer rate unless the volunteer is performing tasks in their normal line of work. In this situation, the match will be calculated at their current job rate.

AVAILABLE FUNDS

There will be approximately $120,000 available to fund projects during the current grant cycle. Funding will be divided by project categories (50 % for Program Development; 25 % for Tree-planting; 15 % for Education; 10 % for Maintenance). The maximum amount that can be requested for a project will be $10,000. The minimum amount that can be request will be $3,000. Total project cost (including recipient matching funds or donated match) should be at least twice the amount requested. Projects will be awarded for a one-year period. The completion date for the grant will be May 31, 2005.

TECHNICAL AND GRANT PREPARATION ASSISTANCE

Technical assistance in developing proposals is available to all potential applicants. A grant writing workshop will be conducted in Olympia on February 3, from 10 a.m. – noon. Advance registration is required. *Grant funding is not contingent on attending a grant writing workshop.*

Also available are Grant Ambassadors through the Washington Community Forestry Council. The Grant Ambassadors will be able to assist applicants in developing project concepts, answer questions and provide lists of ISA Certified Arborists and Certified Landscape Technicians in your area. If you're interested in either of these services please call 1-800-523-TREE. Due to limited resources please make your request well in advance.

ELIGIBLE PROJECT CATEGORIES

Proposals must fall under one of the following four project categories. The grant funds will be distributed by the following percentages: 50% program development, 25% tree planting, 15% education, and 10% maintenance.

Program Development

> Examples of projects in this category include, but are not limited to:
- Ordinance Development
- Urban Forestry Board or Commission Development
- Vegetation Resource Inventory and mapping
- Efforts toward becoming a Tree City USA
- Planning or Management Document Development, i.e., Street-tree Master Plan or Urban Forest Strategic Management Plan
- Adopt-A-Tree Program Development

Education

> Examples of projects in this category include, but are not limited to:
- Curriculum Development
- Urban Forestry Reference Library Development or Enhancement
- Research Projects that include an explanation of how the results will be shared
- Public education and outreach

Tree-Planting and Riparian Restoration

> Examples of projects in this category include, but are not limited to:
- Arboretum Development or enhancement
- Street or Park-Tree Planting
- Urban Stream Restoration

Urban and Community Forestry Program guidelines require that all planting projects have a one-year guarantee of stock from the nursery and a three-year maintenance guarantee from the grantee (e.g., trees must be alive through the third year). In addition, all planting specifications must follow DNR planting guidelines.

Maintenance

> Examples of projects in this category include, but are not limited to:
- Hazard Tree Evaluation, Removal, and Replacement
- Contract Pruning using International Society of Arboriculture standards
- Tree and Sidewalk Conflict Resolution with an emphasis on tree-preservation

NOTE: All tree planting grants must have a Certified Arborist or Certified Landscape Technician (CLT) on-hand at the time the plants are delivered, when planting occurs, and for a post-project inspection of the trees. The grant award will include two hundred dollars for this requirement. If the applicant already has a Certified Arborist or CLT on staff they may perform this function and credit their time as match.

INELIGIBLE PROPOSALS

This cost-share program is for programs, projects, or activities not currently being funded and is not intended to substitute for existing funding levels. The focus of this program is to support new initiatives, which would not otherwise occur during the funding cycle.

AWARD EVALUATION AND PROPOSAL REVIEW

A committee from the DNR and Washington Community Forestry Council will evaluate proposals. Proposals will compete within their applied for category.
Recommendations will then be forwarded to the DNR Commissioner of Public Lands for the allocation of funds to specific projects. The following criteria will be considered in evaluating project proposals:

- Degree to which the project meets a local need

- Clearly defined purpose, objective, and need of project

- Organizational goals, purpose, or mission statement

- Level of local support and volunteer involvement (demonstrated in attached letters)

- Opportunity for cultural diversity

- Long-term benefit of the project

- Project's educational value

- Reasonable cost within the scope of the project

- Source and variety of in-kind match

- Appropriate proposed time frame for completion of the project

- Clearly defined maintenance plan for projects involving planting

ELIGIBLE AND INELIGIBLE COSTS

Eligible costs are charges necessary and reasonable to accomplish the objectives of the contract during the grant period as proposed on the budget worksheet. Hiring of a consultant or intern to accomplish specified project is an eligible cost. Salaries for 501 (c)(3) nonprofit organizations are eligible when work is directly related to project outcomes.

Ineligible costs include salaries and wages for local units of government, educational institutions, or tribal governments. Overhead greater than 10 percent of the project, construction activities or capital outlays including purchase of land, equipment (including computer hardware), or items disapproved from the budget worksheet are ineligible costs.

NOTE: Although grant dollars cannot be paid for ineligible costs, these expenses can be used as the applicant share match.

PAYMENT PROCESS

Grant awards are distributed on a reimbursement basis; grant funds are not available upfront. Payments will be processed after deliverables have been verified and all applicable receipts and forms have been received. DNR will provide instruction for reimbursement. DNR requires grantees to submit a mid and final report. The final report is required before final reimbursement will be remitted.

FEDERAL AND STATE REGULATIONS

Grantees must comply with all federal regulations pertaining to federal grants. Grantees are referred to Sections 3015, 3016, and 3017 of the Code of Federal Regulations and to cost principles outlined in OMB Circulars A-21, A-87, and A-122. These can be viewed at: *www.whitehouse.gov/OMB/circulars/index.html*.

The authorized representative of the local governing body, organization, or institution applying for the grant needs project approval.

AUDITABLE RECORDS

Records will be maintained according to all federal regulations.

Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented.

Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made (i.e., check number). Records must be maintained for three (3) years following payment.

BUDGET WORK SHEET
INSTRUCTIONS

Fill in the applicant's name and the project name on the top line.

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet. Use additional work sheets if necessary.

Separate itemized costs for each project component identified in the project (e.g., management plan, inventory, and tree planting).

Describe each item, the cost basis, and the total expenditure. For example: Item/Personnel: Project Foreman, 28 hours @ $24: TOTAL = $672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

?	Grant Share	Eligible cost you are requesting from the DNR See definition on page 6.
?	Applicant Share	Cost you've incurred for services, equipment, wages, supplies, etc.
?	In-kind	Any third party donation of time, services, equipment, or supplies.
?	Cash Donation	Actual dollars that were donated by a benefactor directly for the project.

Total each column and make sure the totals comply with the notes at the bottom of the work sheet and the grant proposal.

SAMPLE
BUDGET WORKSHEET

The City of Forestree has received a grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with in-house staff and help from a volunteer group. They plan to contract with a consultant to do the management plan.

The inventory and management plan components are shown separately.

BUDGET WORKSHEET

Applicant _____ City of Forestree

Project Name _____ Inventory and Management Plan

Item	Grant Share	Applicant	In-Kind	Cash Donation	Total
Component: Inventory					
Personnel: Foreman-28 hrs @ $24		672			672
Staff - 320 hrs @ $16		5,120			5,120
Volunteers - 160 hrs @ $15.00			2,400		2,400
Equipment (specify)					
Computer (purchase for Urban Forester)		1,400			1,400
Use of Pickup 160 hrs. @ $9 (Al's Trucking)			1,440		1,440
Supplies (specify)					
Inventory software	1,200				1,200
Component: Management Plan					
Personnel: Staff 48 hrs @ $24		1,152			1,152
Consultant: Tree Geeks, Inc.	5,800				5,800
Printing (Generous benefactor)				1,000	1,000
Arborist site inspection*					
TOTAL	$7,000	$8,344	$3,840	$1,000	$20,184

NOTE: Total of Applicant Share, In-kind and Cash Donation columns must equal or exceed Grant Share Column.

*Planting projects require an inspection by a certified arborist or CLT. The budget must reflect a $200 allowance.

BUDGET WORKSHEET

Applicant

_____

Project Name

_____

ITEM	Grant Share	Applicant	In-Kind	Cash Donation	TOTAL
Arborist site inspection*					
TOTAL	$	$	$	$	$

NOTE: Total of Applicant Share, In-Kind and Cash Donation Columns must equal or exceed the Grant Share Column.

*A planting project requires an inspection by a certified arborist. The budget must reflect a $200 allowance.

SAMPLE

DELIVERABLE   SUMMARY   WORKSHEET

Applicant   City of Forestree

Project Name   Inventory and Management Plan

COMPONENT: INVENTORY

- Assign staff
- Solicit volunteers
- Train volunteers
- Purchase equipment (computer software)
- Complete inventory

COMPONENT: MANAGEMENT PLAN

- Assign staff to project
- Hire consultant to write the plan
- Consultant writes the plan
- Review draft plan
- Approve final plan
- Print and distribute plan
- Celebrate success

All deliverables must be completed by May 31, 2005

ATTACHMENT B

Deliverable Summary Worksheet

Applicant _____

Project Name_____

All deliverables must be completed by May 31, 2005

PROPOSAL CHECKLIST

A complete proposal includes the following:

? **One (1) original and five (5) copies**

? Application form (cover sheet)

? Project narrative (no more than five (5) pages)

? Attach proof of *501(c)(3)* status, if applicable

? Budget worksheet

? A detailed three-year maintenance plan, if applicable

? Attachment B "Deliverable Summary Worksheet"

? Letters of support

Submit your proposal package to:

Department of Natural Resources
Urban and Community Forestry Program
ATTN: Community Forestry Assistance Grant
1111 Washington St SE
P.O. Box 47037
Olympia, WA 98504-7037

Make certain that your proposal package is <u>received</u> by 4:30 p.m. on March 17, 2004

Fax copies or e-mail copies of proposals will not be accepted.

Proposals must be *received* by 4:30 p.m.
Wednesday, March 17, 2004

QUESTIONS?
Call the U&CF Hotline at   1-800-523-8733.